

**Associated Students, Incorporated  
California State University, Long Beach  
University Student Union Board of Trustees  
Meeting #1**

Location: Stuart L. Farber Senate Chambers  
Date/Time: Friday, June 12, 2015 (12:00 p.m.)  
Chair/Office: Elected Executive Officer, USU-302

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ADDITIONS/CORRECTIONS TO THE AGENDA**
4. **PUBLIC COMMENTS**
5. **APPROVAL OF MINUTES**
  - A. Campus Relations Minutes #9, May 4, 2015
  - B. Facilities Minutes #10, April 27, 2015
  - C. Program Evaluation #8, May 8, 2015
  - D. Services Minutes #8, May 8, 2015
  - E. USUBOT Minutes #12, May 1, 2015
6. **REPORTS**
  - A. Chair Report
  - B. Vice-Chair Report
  - C. USU Management Report
  - D. Senate Report
  - E. Committee Report
    - 1) Campus Relations
    - 2) Facilities
    - 3) Program Evaluation
    - 4) Services
  - F. Representatives Report
    - 1) Alumni
    - 2) Faculty
    - 3) Staff
    - 4) University
7. **OLD BUSINESS**
8. **NEW BUSINESS**
  - A. Chair Nomination & Election
  - B. USU Infrastructure Study, *Proposal*
  - C. Vice-Chair Nomination & Election
9. **CLOSING COMMENTS**
10. **ADJOURNMENT**

Distribution: W. Casillas, S. Cicero, J. Galbreath, K. Garcia, R. Haller, B. Hanson, M. Hernandez, D. Hwang, J. Klaus, W. Lewis, V. Mendoza, I. Mitchell-Smith, A. Pavlova, J. Salazar, S. Taylor, L. Vournas, J. Wilson

**Associated Students, Incorporated  
California State University, Long Beach**

**University Student Union Board of Trustees Minutes  
Meeting # 1  
June 12, 2015**

**1. CALL TO ORDER**

Ms. Lewis called the meeting to order at 12:09 p.m.

**2. ROLL CALL**

**Voting Members Present:**

Wendy Casillas (Student Trustee-at-Large)  
Jerry Galbreath (Alumni Representative)  
Kenia Garcia (ASI Senate Representative)  
Berta Hanson (University Staff Representative)  
Dae-Hee Hwang (Student Trustee-at-Large)  
Dr. Jeff Klaus (Designee for VP of Student Affairs- *arrived  
At 12:42 PM*)

Wendy Lewis (ASI Treasurer)  
Vanessa Mendoza (Student Trustee-at-Large)  
Dr. Ilan Mitchell-Smith (Faculty Representative)  
Lisa Nguyen (Designee for ASI-Vice President)  
Sharon Taylor (Assoc. VP, Financial Mgmt.)  
Logan Vournas (ASI Senate Representative)  
Jack Wilson (Student Trustee-at-Large)

**Non-Voting Members Present:**

Sylvana Cicero (Interim ASI Assoc. Executive Director/  
USU & SRWC Director)  
Dr. Dave Edwards (ASI Assoc. Executive Director/  
USU & SRWC Director)  
Richard Haller (ASI Executive Director)

**Voting Members Not Present:**

Miriam Hernandez (ASI Vice-President)  
Anna Pavlova (Student Trustee-at-Large)  
Jose Salazar (ASI President)

**Non-Voting Members Absent:**

**3. ADDITIONS/CORRECTIONS TO THE AGENDA**

Ms. Lewis moved to address New Business item 8A, Chair Nomination & Election, prior to Public Comments and Approval of Minutes without objection.

**4. PUBLIC COMMENTS**

There were none.

**5. APPROVAL OF MINUTES**

Ms. Casillas called to have the approval of the minutes all at once:

- A. Campus Relations Committee Minutes #9, May 4, 2015
- B. Facilities Minutes #10, April 27, 2015
- C. Program Evaluation #8, May 8, 2015
- D. Services Minutes #8, May 8, 2015
- E. USUBOT Minutes #12, May 1, 2015

**(M)Galbreath (S) Lewis** moved to approve the above listed minutes.

**1<sup>st</sup>:** Pass **2<sup>nd</sup>:** Pass

**VOTE ON THE MOTION**

**PASSES 11.0.1**

**6. REPORTS**

**A. Chair:**

Ms. Casillas stated that there was not a Chair Report. However, she mentioned that a few members participated in the Art Gallery Selection which occurred in May. They selected the top three art pieces. She also stated that there were certain members that still needed to submit their schedules of availability to USU Administration. Ms. Casillas reminded the committee that the ASI Retreat would be held August 17-19.

**B. Vice-Chair:**

There was none.

**C. USU Management Report:**

Dr. Edwards thanked the USUBOT and acknowledged their hard work and support. He thanked Ms. Mendoza for her hard work, specifically with the Referendum. Dr. Edwards noted that there would be a going away celebration the following Wednesday, June 24 from 12PM to 2PM. He then retired his seat to Interim ASI Associate Executive Director/USU & SRWC Director, Ms. Sylvana Cicero.

**D. Senate Report:**

There were none.

**E. Committees:**

**Campus Relations:** There was no report.

**Facilities:** There was no report.

**Program Evaluation:** There was no report.

**Services:** There was no report.

**F. Representatives Report:**

**Alumni:** There was no report.

**Faculty:** There was no report.

**Staff:** Ms. Hanson stated that CSULB Staff Day would be Wednesday, July 15. She also noted that there would be vendors and food near the University Book Store from 10AM to 2PM.

**University:** Ms. Taylor thanked the Board and Dr. Dave Edwards for doing an amazing job.

**7. OLD BUSINESS**

There was none.

**8. NEW BUSINESS**

**A. Chair Nomination & Election**

Topic addressed after public comments.

Ms. Lewis opened nominations to the Board.

Mr. Galbreath nominated Ms. Casillas for Chair, and she accepted the nomination.

Ms. Mendoza nominated herself.

Ms. Garcia requested a review of the Chair responsibilities.

Dr. Edwards explained that the role of Chair includes:

- Responsibility for overall operation of the University Student Union Board as well as to Chair the monthly USUBOT meetings. Additionally, the Chair is to attend and advise at each subcommittee meeting.
- Represent USUBOT to Mr. Haller and Ms. Cicero on issues that require advisement on day to day management issues.

Ms. Lewis instructed Ms. Casillas to inform the Board about why she would be a good fit for the Chair position.

Ms. Casillas stated that she had been Vice-Chair for the 2014-2015, academic year. She stated that she felt qualified because she was previously on the Board and had been engaged in campus events such as the referendum. She also stated that being Vice-Chair had given her insight into the qualifications required for the Chair position. She acknowledged that being Chair would require her to attend and dedicate time to ASI.

Ms. Lewis asked the board if there were any further questions for Ms. Casillas.

Dr. Edwards questioned Ms. Casillas about her favorite part of the University Student Union or the Student Recreational Wellness Center and what she believed needed improvement.

Ms. Casillas responded that her favorite part of the USU was the ASI office because it felt like home. She believed that Subway service needed improvement as there had been several complaints about them.

Ms. Lewis then instructed Ms. Mendoza to inform the Board why she would be a good fit for the chair position.

Ms. Mendoza stated that she started ASI on Beach Team. She also mentioned that she was a Senator-at-Large her sophomore year and had spent the previous year as Chair of the USUBOT. She believed that she had the experience from her previous term, and overall had improved her time management. She felt qualified due to her knowledge of the Chair responsibilities of the USUBOT Committee.

Dr. Edwards then questioned Ms. Mendoza about her favorite part of the Student Union or the Student Recreational Wellness Center and what she believed needed improvement.

Ms. Mendoza responded that she enjoyed the environment of the USU. She stated that the staff was so helpful and approachable. Ms. Mendoza believed that the Student Recreation and Wellness Center was too busy at certain hours and needed improvement.

Ms. Lewis asked both nominees whether or not they would be graduating in spring 2016.

Both nominees responded that they would be graduating in spring 2016.

Ms. Lewis led a roll-call vote.

**VOTE ON THE NOMINATION:**

Wendy Casillas: 9

Vanessa Mendoza: 2

Ms. Casillas was elected as the new USUBOT Chair, and proceeded to take over the USUBOT meeting from Ms. Lewis.

**B. USU Infrastructure Study, Proposal**

Ms. Cicero explained that the proposal was partially due to the failure of the referendum. She stated that the university, and students, requested to be updated on the infrastructure problems as well as the cost of repairs or improvements. Ms. Cicero stated that the proposal requested that the firm P2S complete a feasibility study on the infrastructure of the Student Union. The firm would review the ADA issues as well as mechanical, electrical, and plumbing concerns. Ms. Cicero stated that the USU would collaborate with the 49er Shop. The 49er Shop would also be conducting a feasibility study to improve the Dining Plaza facility. Ms. Cicero stated that the projected cost of the proposal would be \$85,000 which would be funded by university-held reserves. She noted that the purpose of the feasibility study was to assess and prioritize the needs of the facility.

**(M) Mendoza (S) Galbreath** moved to approve the proposal.

**1<sup>st</sup>: Pass 2<sup>nd</sup>: Pass**

**VOTE ON THE MOTION**

**PASSES 11.0.1**

**C. Vice-Chair Nomination & Election**

Ms. Casillas opened nominations to the Board.

Mr. Galbreath nominated Ms. Mendoza, and she accepted the nomination.

Ms. Mendoza nominated Ms. Pavlova, and she accepted the nomination via written statement.

Ms. Garcia nominated Mr. Wilson, and he declined the nomination.

Ms. Mendoza spoke to the Board about her interest in serving as the USUBOT Vice-Chair.

Ms. Casillas instructed Ms. Mendoza to inform the board of her interest and why she would be a good fit for the Vice-Chair position.

Ms. Mendoza stated that it would be the same response she had given for Head Chair.

Ms. Casillas then asked Ms. Mendoza to read a written response provided by Ms. Pavlova.

Ms. Mendoza read Ms. Pavlova's statement indicating that she had served as part of the USUBOT and Campus Relations Committee the first semester of the 2014-2015, academic year. As read by Ms. Mendoza, Ms. Pavlova stated that she joined ASI her freshman year and enjoyed helping students. She also stated that she had dedicated time towards meetings, retreats and conferences, as well as presentations for the USU Referendum. She stated that she was qualified due to her leadership experience that was attained through her academic career as well as her various campus involvements. Ms. Pavlova's statement also noted: her involvement in Beach Team, service as Secretary for Government Recruitment, and USUBOT Student-Trustee-At-Large. Finally, Ms. Pavlova's statement indicated that she had completed a full term as Executive Vice President for the International Business Association.

Ms. Garcia asked Ms. Mendoza if Ms. Pavlova would be graduating in spring 2016.

Ms. Mendoza stated that Ms. Pavlova would not be graduating in spring 2016.

Ms. Casillas led a roll call vote.

**VOTE ON THE NOMINATION:**

Vanessa Mendoza: 7

Anna Pavlova: 4

Ms. Mendoza was elected as the new USUBOT Vice-Chair.

**9. CLOSING COMMENTS**

Ms. Mendoza thanked Dr. Edwards for his service and help.

Mr. Galbreath thanked Dr. Edwards for the expertise he brought to the USU. He also acknowledged Mr. Haller, who was honored by the University for his 30 years of service.

Dr. Edwards noted that the Owen's Celebration of Life for Josh Owen was being held the current day at 2:00 p.m. He stated that Mr. Josh Owen was the founder of the Condition for Tuition Scholarship as well as a great supporter of ASI and the university. He also noted that the celebration would be held at Old Ranch Country Club in Seal Beach.

Ms. Cicero stated that she looked forward to working with the Board this upcoming year. She also thanked Dr. Dave Edwards for his guidance, preparation and mentorship. She stated that she loved ASI, the students, and she was thankful for the opportunity to serve.

Mr. Galbreath asked about the procedure relating to the interim positions now in place.

Mr. Haller stated that there would be a review of the organizational structure of ASI to see if any changes were recommended. Mr. Haller added that after the review, the USUBOT would be involved in the process of filling any permanent positions.

Ms. Casillas stated that she was excited for the upcoming year. She noted she was grateful for the opportunity to work with Dr. Dave Edwards. Ms. Casillas stated that it was an honor to be a friend and colleague of Dr. Edwards

Mr. Haller stated that it was hard to believe Dr. Edwards had been with ASI for over 10 years. He stated that he was proud of Dr. Edwards and all that he had accomplished. During Dr. Edwards' employment, the USU changed immensely, and the SRWC was built. Mr. Haller added that Dr. Edwards, most certainly, left a legacy.

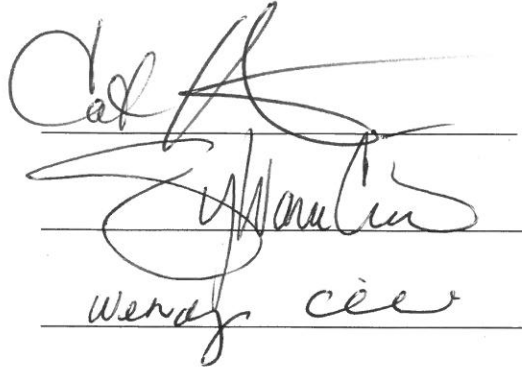
**10. ADJOURNMENT**

Ms. Casillas adjourned the meeting at 12:49 p.m.

Catherine Heitzhaus  
USUBOT Recording Secretary

Dr. Dave Edwards  
USUBOT Board Secretary

Wendy Casillas  
USUBOT Chair



The image shows three handwritten signatures on lined paper. The top signature is for Catherine Heitzhaus, the middle for Dr. Dave Edwards, and the bottom for Wendy Casillas. Each signature is written over a horizontal line.